

HELP WANTED

WATER SUPERINTENDENT

The City of North Vernon Utilities Department is now accepting resumes for the position of Water Superintendent. This salaried position includes benefits such as medical/dental/vision insurance, retirement plan, and paid vacation time. Pay based on experience. License Requirements and a full job description may be obtained at the North Vernon Utilities office or on the City's website at www.northvernon-in.gov. Please send or drop off resume with references to: Carnegie Government Center, Attn: Clerk Treasurer's Office, 143 East Walnut Street, North Vernon, IN 47265 postmarked no later than September 15, 2016.

Job Description for Water Superintendent

License Requirements:

Must have WT-4 Indiana Water Operator's License or higher.

A DSM or higher Indiana Distribution License

An ASO Wastewater License to sign NPDES discharge papers.

Job Description:

Responsible for day to day operations of the water plant and distribution.

Responsible for filing and signing reports for IDEM concerning operations at the plant.

Ensure all testing required by IDEM is performed and submitted.

Manage all personnel of the water company.

Keep Mayor and Utility Board updated as far as reporting, purchases and issues being dealt with by the Water Company.

Attend Utility Board and City COUNCIL meetings.

Help plan agenda for Utility Board meetings.

Work closely with Utilities Office to make sure they receive all info needed for billing. Be go-between for Office and Distribution Personnel.

Responsible for yearly budget.

Responsible to coordinate with engineers regarding projects in the works and future projects needed.

Update Emergency Response Plan yearly.

Responsible to read, ok and sign claims for vendors pay disbursements.

File yearly reports to DNR regarding water withdrawals from the Muscatatuck River.
